

**Office of Naval Research
University Business Affairs Division
Engineering and Systems Review Branch**



**On Site Property Management System Analysis
(PMSA)**

**University of Colorado
Boulder, CO**

**Conducted on
August 1 – 05, 2022**

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**Office of Naval Research
University Business Affairs Division
Property Management System Analysis (PMSA)
University of Colorado, Boulder**

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INTRODUCTION

The Office of Naval Research (ONR), University Business Affairs, Seattle Regional Office, performed a Property Management Systems Analysis (PMSA) at the University of Colorado, Boulder (clrb) in Boulder, Colorado, August 1-5, 2022.

The Government was represented by Bernard George, Cognizant ACO/Property Administrator and Kathryn Wharry, Seattle Regional Director. The primary University point of contact representing the University of Colorado, Boulder were Penny Mathews, Compliance Manager, and Equipment Managers Savana Thompson and Barbara Hahn.

The objective of the PMSA was to determine whether the University of Colorado, Boulder's Property Management System provides satisfactory protection, preservation, accounting and control of all Government property in accordance with the requirements of the Federal Acquisition Regulations (FAR 52.245-1), Defense Supplement to the FAR (DFARS 245.5), 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and all applicable agency and contractual requirements. Revisions to FAR Part 45 and the applicable property clauses in May 2007 now evaluate an Institutions' Property Control System by reviewing Process Outcomes by which an institution achieves the best value for the government (there were previously called Functional Areas).

The PMSA included a review and analysis of the policy and implementation of the property. The review was conducted by evaluating documentation provided by the University; physically inspecting selected items of Government-owned property, as well as discussions with operational and academic personnel involved in with different aspects of government property.

SCOPE & OBJECTIVES

As of July 25, 2022, University of Colorado, Boulder reported 125 items of Government-owned Property and Materials administered by the Office of Naval Research with a total value of \$24,523,548.03. The ACO/Property Administrator performing the on-site review for ONR decided that 30 items of the 125 reported by University of Colorado, Boulder would be examined for the ten Process Outcome areas of Acquisition, Receiving, Records, Physical Inventories, Subcontractor Control, Reports, Relief of Stewardship Responsibilities, Utilization, Maintenance and Property Close-Out.

On August 1, 2022, an Entrance Conference was held with University officials to discuss the PMSA process and field any questions before the physical inspection of the property. On August 5, 2022, an Exit Conference was conducted, discussing the preliminary results of the PMSA, with officials in order to give them an initial idea of the issues discovered and to provide relevant comments.

The University's property control system, including the Management function was evaluated, based on discussions held with property and user personnel during the course of the analysis by review of the University's property control procedures, associated metrics and training, and review of internal audits and the Single Audit reports. The review encompassed all of the property control functions cited in the ONR Guide for Performance of an On-Site Property Management System Analysis. Comparative analyses is applied by determining if the audited party is in compliance with their written property procedures.

SUMMARY OF PMSA SYSTEM ANALYSIS

Based on the results of this review, the property control system at the University of Colorado, Boulder is rated as compliant for the control, protection, preservation and maintenance of Government property and found to be in general compliance with award requirements.

It is the opinion of the Property Administrators that the University of Colorado, Boulder has a comprehensive Property Management System in place. All parties involved take their roles seriously and should be acknowledged for their efforts to ensure items of Government Property are safeguarded. .

INSTITUTION'S PROPERTY CONTROL SYSTEM SELF-ASSESSMENT

The University of Colorado, Boulder conducts a fixed asset physical inventory on an annual basis by each University department and their Self-Assessment audit. The University's process is to provide hard copy lists to Property Department. Departments are required to perform a manual count and verify the location/serial number/custodian of each item listed. All departments are required by state and federal regulations to complete a physical inventory on a regular schedule.

Institution's PCS Self-Assessment

The University of Colorado, Boulder's most recent self-assessment was performed by compliance Manager, Penny Mathewson, on July 15, 2022. This assessment reviewed the Annual Property Reports of Government titled property in the award management system, InfoEd, used by the University of Colorado, Boulder. Departments identify all Government Property in their Department's possession or in possession of any Subcontractors. Each Department ensures Government Property (GP): Is tagged with "GP" in the identification code; Used only for authorized purposes; Only authorized employees have access to GP; GP is properly maintained, and preventative maintenance and repairs are recorded; No unauthorized

modification or alterations are made; Government materials are not commingled with University materials; and Any significant changes to internal policies, procedures and controls. This assessment had no findings.

PROCESS OUTCOMES

During the PMSA, all of the 10 Process Outcomes identified in FAR 52.245-1 were reviewed in both policy and implementation.

PRIOR FINDINGS AND CORRECTIVE ACTIONS

All prior findings and corrective actions were considered and addressed and closed at the time of the current On-site review. The last full On-site Property System review was performed by Ozma Ragan, Senior ACO of ONR Seattle in 2017.

CURRENT OBSERVATIONS

University of Colorado, Boulder property system has no findings or corrective actions.